

Unallowable Items

Whether or not an item of cost is allowable under the Prime Contract requires evaluation and judgement. The Prime Contract applies the following guidelines in determining if an item is allowable or not: (1) Reasonableness in accordance with FAR 31.201-3 and good business judgment (2) Consistent application of generally accepted accounting principles and practices (3) Recognition of items that are specifically excludable costs according to the contract. Following is a current list of items which have been determined to be unallowable.

Advertising (except help wanted), promotional items, memorabilia, models, gifts, and souvenirs
Air Cleaners (purifiers), humidifiers and accessories (see footnote * below)

Alcoholic beverages

Appliances, i.e. coffee pots, refrigerators, micro-waves, stoves, etc. (refer to A/P Manager or Assistant CFO)

Award programs (Unless approved by Human Resources)

Briefcases >\$40

Business Card Binder (Leather)

Can Openers

Catalog Cases >\$70

Certificate holders/frames

- 8-1/2"X11" >\$12

- 18"X24" >\$16

- 24"X36" >\$26

Christmas cards

Educational assistance for other than regular full or part-time ANL employees. Temporary employees are not eligible. Special one-time type classes/seminars directed by the ANL supervisor for temporary employees are allowable.

Clothing (unless AMOS clothing contract)

Coffee pots and associated accessories

Commemorative coin sets

Contributions and donations

Desk accessories (mirror chrome or mirror brass finish)

Entertainment (i.e. cost of amusement, social activities, tickets to shows, sporting events, meals, lodging, rentals, gratuities)

Fines, penalties, and interest

First class air travel

Flowers

Food items (i.e. coffee, pastries, meals) and related supplies

Foreign air carriers

Furnishings and decorations (refer to A/P Manager or Assistant CFO)

Lamps >\$85

Leather covered record books, appointment books, calendars, organizers, and planners

Leather computer cases, briefcases, bags, pad holders, portfolio's and attaché cases. Vinyl attaché cases >\$50

Lobbying costs

Meeting/Organizer Books-Leather Bound

Memberships in civic organizations

Microwave Ovens (Firehouse Use Is Authorized)

Motivational Posters

Notebook travelers >\$70

Paintings, pictures, plants (refer to A/P Manager or Assistant CFO)

Paper plates and cups

Pencils (mechanical) >\$3

Pens >\$5
Personal travel accessories
Planners (leather). Others >\$40
Postage for retirement party invitations
Presentation binders >\$30
Prizes (i.e. safety meeting prizes)
Radios (i.e. AM/FM)
Refrigerators
Seasons greeting labels
Toaster-Ovens
Travel accessories of a personal nature (umbrellas, sewing kits, etc.)
Travel insurance and insurance against loss of government property (refer to A/P Manager or Assistant CFO)
Water Coolers (except through ANL Procurement contract)

* To be allowable, requires prescription from personal physician and ESH survey paid for by requestor's division. ESH survey determines if air quality can be corrected via another means. If personal air cleaner best means to correct the problem, ESH determines adequacy of equipment being purchased. Health division evaluates above and determines proper course of action (call Jim Woodring X5641).